



**Personnel**

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**DECORATIONS**

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**This instruction provides additional Group guidance and responsibilities to its subordinate units on accomplishing timely and administratively correct decorations.**

**1.1** Suspenses. End of tour/retirement decorations are due to 4 ASOG/CCS no later than 60 days prior to the individual's projected PCS/retirement date or presentation date, whichever is soonest. Decorations for outstanding achievement or COT are due to the Group no later than 30 days after the specific achievement or COT. Raters who do not have outstanding decorations completed will not be authorized leave or TDY. Circumstances of late decorations must be provided in writing so that trends can be identified and addressed. No later than the 20th of each month, units will provide 4 ASOG/CCEA a list of decorations that are due the upcoming month.

**1.2** DECOR 6. Complete items 1-4 and 8. Information on the DECOR 6 must match the information used for the certificate and citation (i.e. inclusive dates, duty title, number of oak leaf clusters, etc.). If needed, make pen and ink changes to the DECOR 6 to correct erroneous information. Submit documentation showing that the system has been updated. DECOR 6 must be signed by the supervisor and commander. Item 1.g. for MSMs is: " 4 ASOG/CCEA, Unit 29356, APO AE 09014."

**1.3** Citation. Email or handcarry citation on diskette. Information (duty title, oak leaf clusters, etc.) must match the DECOR 6. No acronyms will be used. Use mandatory opening and closing sentences IAW AFI 36-2803. Supporting text will include no more than three additional sentences. For AFAMs, the closing will be confined to one sentence which personalizes the summation. Provide the citation on a 3 ½ inch disk or as an e-mail attachment.

**1.4** Supporting documentation. Submit copies of all reports which cover the award period and any decorations awarded during that same period.

**1.5** USAFE Form 654. Unit commanders will provide suggested comments to 4 ASOG/CC for MSMs (retirement and separation MSMs are excluded). Suggested comments should be succinct (3 lines maximum) and provided in bullet format.

**JOHN C. RHOADES, Colonel, USAF  
Commander**